Collyer's Student Online Application System - User Guide

Welcome to Collyer's Student Online Application System.

This system should be used to apply to study Advanced Level (Level 3) where the entry requirement is an average GCSE score of C and above or Intermediate Level (Level 2) where the entry requirement is an average GCSE score od D and above.

If you are applying to transfer to Collyer's after you have taken your AS Levels in order to take A2's, please print the application form, located on the previous screen and post it to the Admissions Manager.

Please take a few minutes to read through the general notes provided here before working your way through the application process, screen by screen. Please note that this system works best using either Internet Explorer or Google Chrome. If you are using Safari, there are some problems which can be overcome. The solutions will be contained in the relevant sections of this manual preceded by the word SAFARI.

The application process has a number of steps, as follows:

1. Select up to 4 courses for which to apply
2. Register/Log in
3. Enter your personal details
4. **Submit your application** information to be processed by the Admissions Team
   or
   Save the application to return to it at a later date **without submitting it**
5. Once you have submitted your application, an interview appointment will be sent to you.

At any point, once you have logged in, you can select 'Save for Later' which will save your application without submitting it. You can then return to the application to make changes.

Once you have selected 'Submit Application' to submit your application, any further changes should be made by emailing OnlineApps@collyers.ac.uk.

Once your application has been processed you will be asked to supply any missing data by email to OnlineApps@collyers.ac.uk.

If you are applying to start your A levels at Collyer's, you should select the relevant AS Levels to study your first year.
If you are applying to start a 2 Year BTEC Diploma, you should select the relevant Subsidiary Diploma in your first year.
If you are applying to start a 2 year BTEC Subsidiary Diploma, you should select the relevant Certificate in your first year.

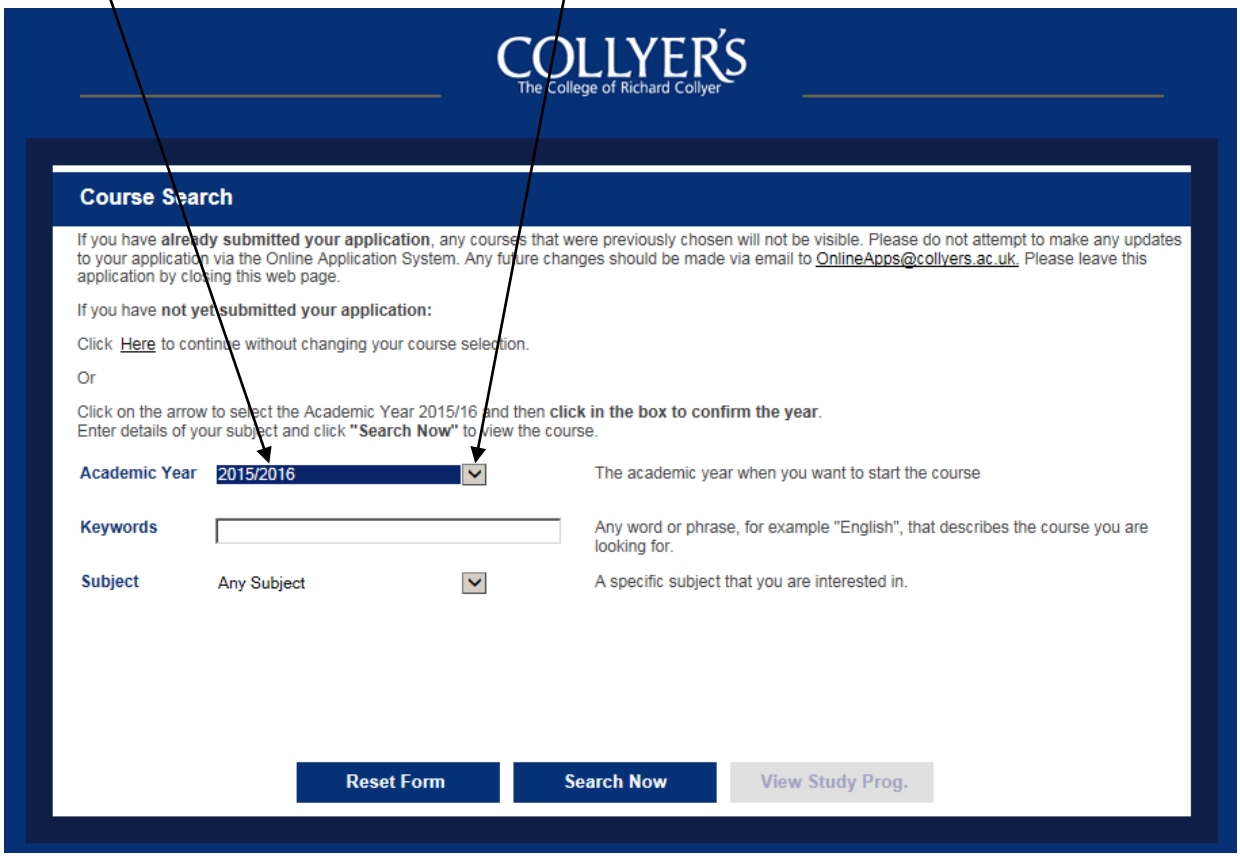
Please ensure that you move from screen to screen using the buttons on the screens such as 'Next', 'Previous', 'Apply Now' etc. ***Using the browser back button will take you out of the application without saving your data*****.**

1 – COURSE SELECTION

There are two ways to select a course as follows:

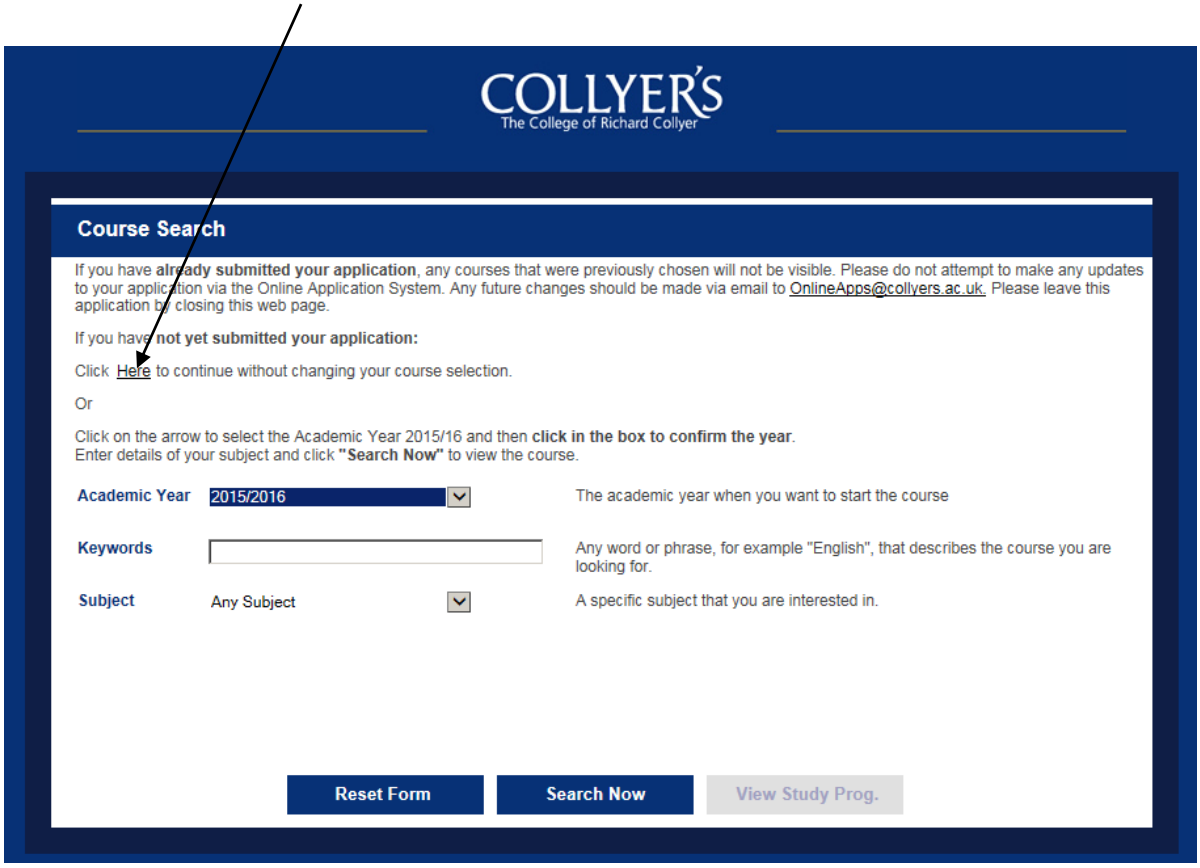
1. Enter a **Keyword**. For instance, 'English' returns three courses, English Language and Literature AS Level, English Literature AS Level and English GCSE.
2. Select a **Subject**. All the available subjects are in the list box. If you are using Google Chrome, please use the wheel on your mouse to move up and down the list box of subjects, rather than clicking on the scrollbar.

To set the year to 15/16, please click on the arrow to select the Academic year 2015/16 and then click in the box to confirm the year. You can then select a subject by either entering a keyword or selecting a subject from the list box.

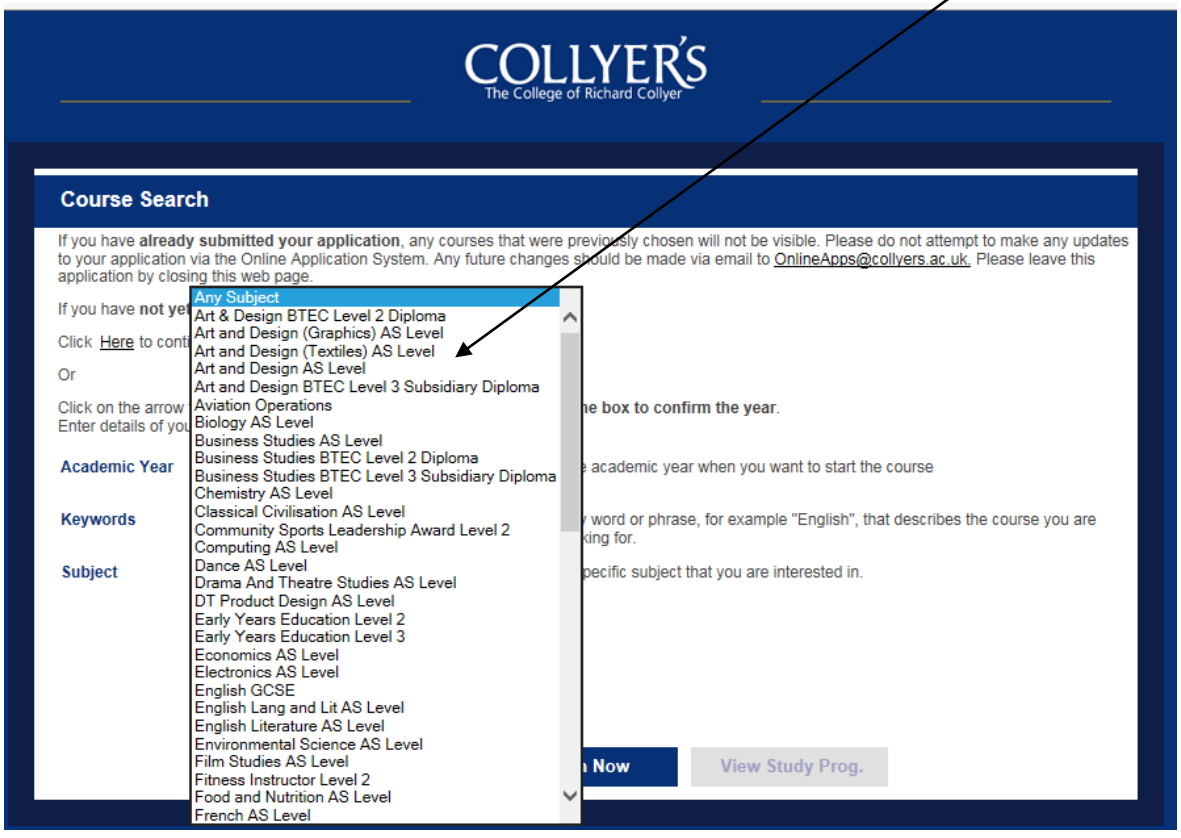

COLLYER'S
The College of Richard Collyer
Course Search
If you have already submitted your application, any courses that were previously chosen will not be visible. Please do not attempt to make any updates to your application via the Online Application System. Any future changes should be made via email to OnlineApps@collyers.ac.uk. Please leave this application by closing this web page.
If you have not yet submitted your application:
Click Here to continue without changing your course selection.
Or
Click on the arrow to select the Academic Year 2015/16 and then click in the box to confirm the year.
Enter details of your subject and click "Search Now" to view the course.
Academic Year
2015/2016
The academic year when you want to start the course
Keywords
Any word or phrase, for example "English", that describes the course you are looking for.
Subject
Any Subject
A specific subject that you are interested in.
Reset Form
Search Now
View Study Prog.

If you have already submitted an application using the Online Application System, it is not possible to remove courses, or **see your courses that have already been processed** by the applications team. If you wish to change from one course to another, please email OnlineApps@collyers.ac.uk with your new list of courses and priorities.

If you are returning to your application to add/update your personal details **without adding any further courses**, please click 'Here' and then log in (see section 2).


COLLYER'S
The College of Richard Collyer
Course Search
If you have already submitted your application, any courses that were previously chosen will not be visible. Please do not attempt to make any updates to your application via the Online Application System. Any future changes should be made via email to OnlineApps@collyers.ac.uk. Please leave this application by closing this web page.
If you have not yet submitted your application:
Click Here to continue without changing your course selection.
Or
Click on the arrow to select the Academic Year 2015/16 and then click in the box to confirm the year.
Enter details of your subject and click "Search Now" to view the course.
Academic Year
2015/2016
The academic year when you want to start the course
Keywords
Any word or phrase, for example "English", that describes the course you are looking for.
Subject
Any Subject
A specific subject that you are interested in.
Reset Form
Search Now
View Study Prog.

If you are returning to your application **to add a course**, please select the subject from the list or by using a keyword.


COLLYER'S
The College of Richard Collyer
Course Search
If you have already submitted your application, any courses that were previously chosen will not be visible. Please do not attempt to make any updates to your application via the Online Application System. Any future changes should be made via email to OnlineApps@collyers.ac.uk. Please leave this application by closing this web page.
Academic Year
Keywords
Subject
Any Subject
Art & Design BTEC Level 2 Diploma
Art and Design (Graphics) AS Level
Art and Design (Textiles) AS Level
Art and Design AS Level
Art and Design BTEC Level 3 Subsidiary Diploma
Aviation Operations
Biology AS Level
Business Studies AS Level
Business Studies BTEC Level 2 Diploma
Business Studies BTEC Level 3 Subsidiary Diploma
Chemistry AS Level
Classical Civilisation AS Level
Community Sports Leadership Award Level 2
Computing AS Level
Dance AS Level
Drama And Theatre Studies AS Level
DT Product Design AS Level
Early Years Education Level 2
Early Years Education Level 3
Economics AS Level
Electronics AS Level
English GCSE
English Lang and Lit AS Level
English Literature AS Level
Environmental Science AS Level
Film Studies AS Level
Fitness Instructor Level 2
Food and Nutrition AS Level
French AS Level
View Study Prog.

Subject Specific Guidance

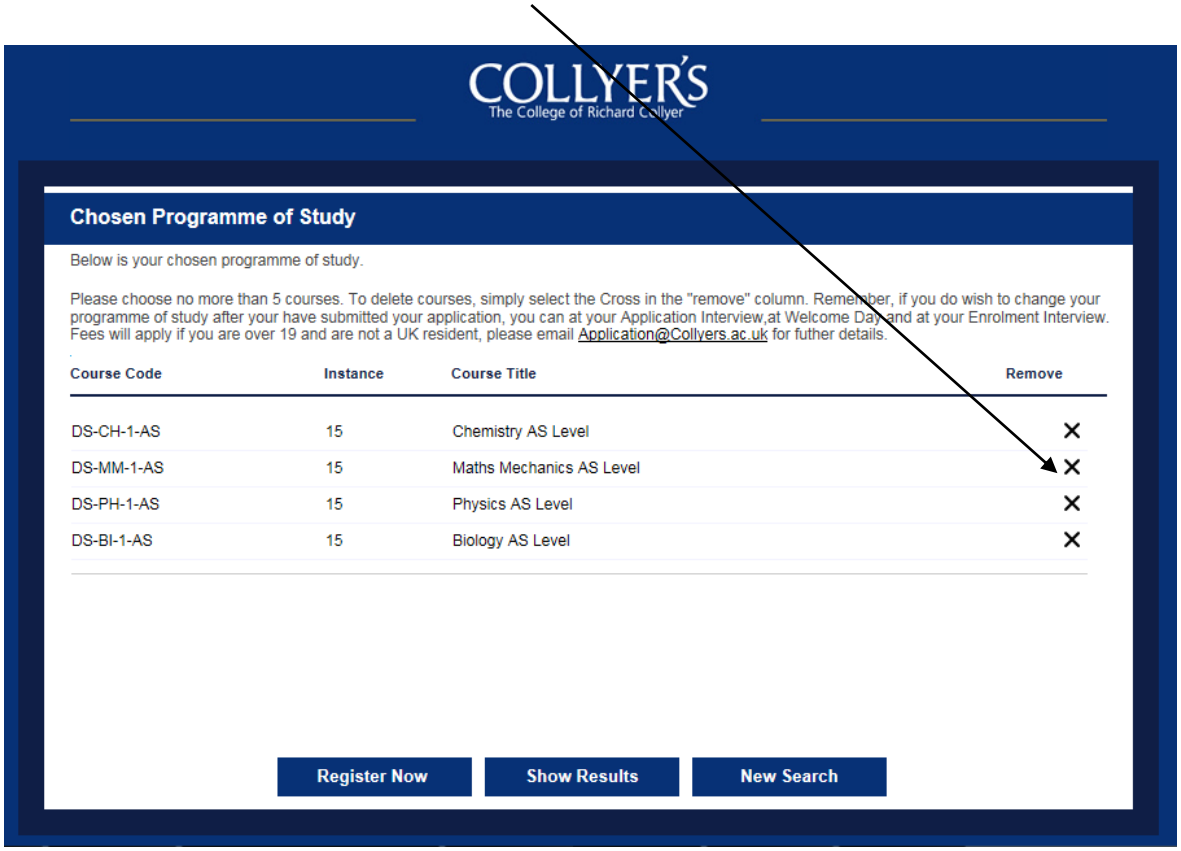
Maths:
If you are applying to take further maths, you should select both Maths /Further Maths Yr 1 Applied and Maths /Further Maths Yr 1 Pure.
If you are studying Physics AS Level and not taking Further Maths, then please select Maths Mechanics AS Level, otherwise select Maths Statistics AS Level

BTEC courses:
If you are applying for a single AS level equivalent, please select the BTEC Certificate, if available for your chosen subject.
If you are applying for a double AS level equivalent, please select the BTEC Subsidiary Diploma.
On selecting 'Subject', you can select from the full list of first year subjects and then press 'Search Now' to add that subject to your programme of study.

You can now add one or more of the subjects displayed to your programme of study. As you add subjects to your programme of study you will get a confirmation message.

You can use 'New Search' to add further subjects until you have all your choices in your programme of study.

Selecting 'View Study Prog.' displays all the courses that you have added and gives you the chance to remove any for which you no longer wish to apply.


COLLYER'S
The College of Richard Collyer
Chosen Programme of Study
Below is your chosen programme of study.
Please choose no more than 5 courses. To delete courses, simply select the Cross in the "remove" column. Remember, if you do wish to change your programme of study after your have submitted your application, you can at your Application Interview,at Welcome Day and at your Enrolment Interview. Fees will apply if you are over 19 and are not a UK resident, please email Application@Collyers.ac.uk for futher details.
Course Code
Instance
Course Title
Remove
DS-CH-1-AS
15
Chemistry AS Level
DS-MM-1-AS
15
Maths Mechanics AS Level
DS-PH-1-AS
15
Physics AS Level
DS-BI-1-AS
15
Biology AS Level
Register Now
Show Results
New Search

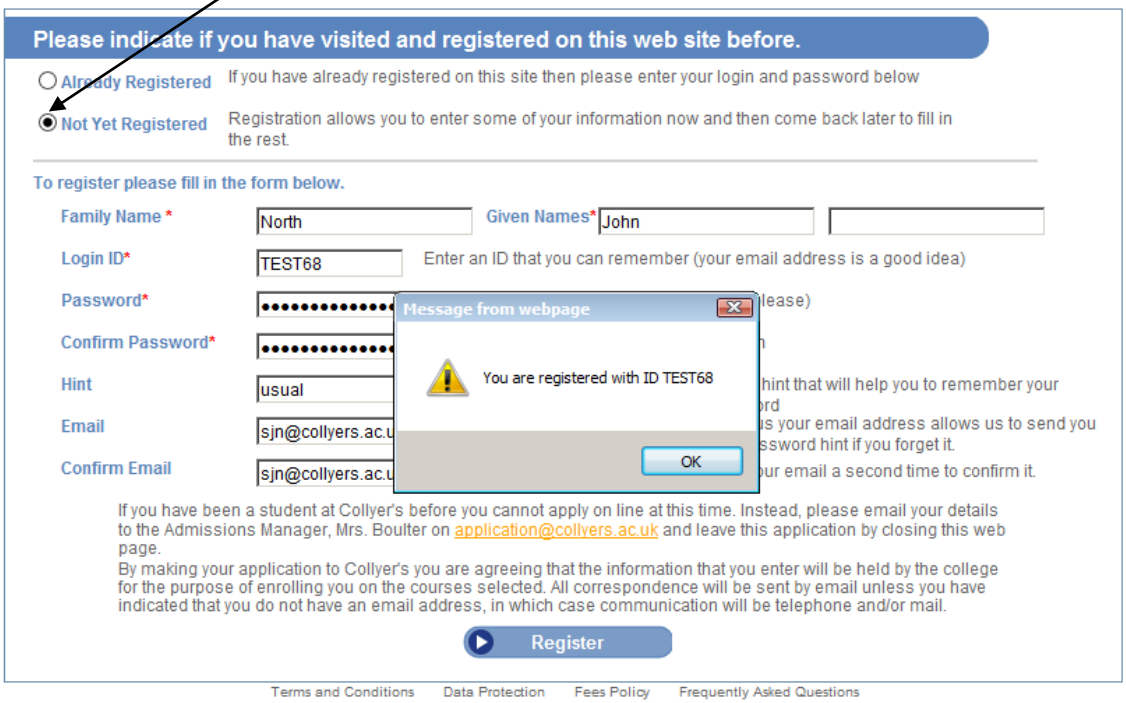
Once you are happy with your choices, select 'Register now' which will open a Register / Log In screen.

2 – REGISTER/LOG BACK IN

If you have previously created a user account, then please select 'Already Registered' and log in.

Please indicate if you have visited and registered on this web site before.
Already Registered
If you have already registered on this site then please enter your login and password below
Not Yet Registered
Registration allows you to enter some of your information now and then come back later to fill in the rest.
Login ID*
Enter the login ID that you registered with
Password*
Enter the password you chose when you registered
If you have forgotten your password then click here and we will email your hint to you.
Login
Terms and Conditions
Data Protection
Fees Policy
Frequently Asked Questions

Otherwise select 'Not Yet Registered', to display the account creation fields. Fields marked with an asterisk are mandatory.


Please indicate if you have visited and registered on this web site before.
Already Registered
If you have already registered on this site then please enter your login and password below
Not Yet Registered
Registration allows you to enter some of your information now and then come back later to fill in the rest.
To register please fill in the form below.
Family Name *
North
Given Names*
John
Login ID*
TEST68
Enter an ID that you can remember (your email address is a good idea)
Password*
Confirm Password*
Hint
usual
Email
Confirm Email
Message from webpage
You are registered with ID TEST68
OK
If you have been a student at Collyer's before you cannot apply on line at this time. Instead, please email your details to the Admissions Manager, Mrs. Boulter on application@collyers.ac.uk and leave this application by closing this web page.
By making your application to Collyer's you are agreeing that the information that you enter will be held by the college for the purpose of enrolling you on the courses selected. All correspondence will be sent by email unless you have indicated that you do not have an email address, in which case communication will be telephone and/or mail.
Register
Terms and Conditions
Data Protection
Fees Policy
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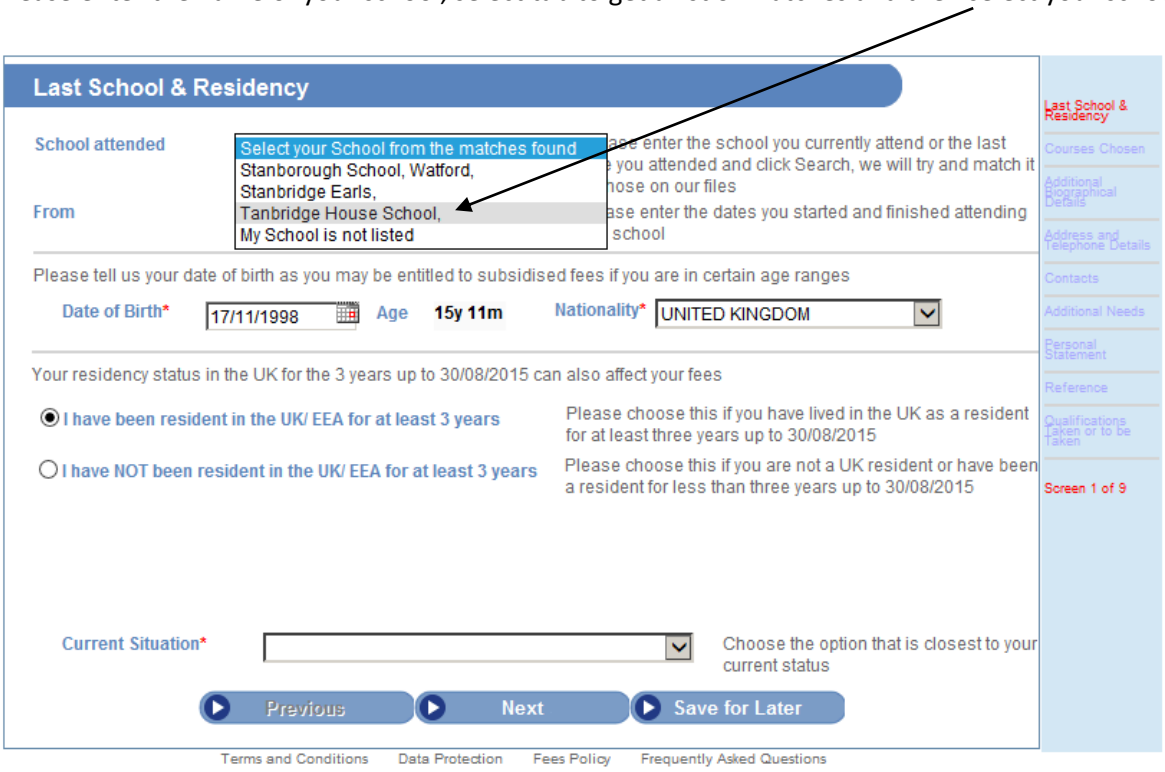
After registering, you will receive an email to confirm that you are registered. It is very important that you confirm receipt of this by replying to OnlineApps@collyers.ac.uk with your name, school and if you haven't already supplied this, the email address of your primary emergency contact.

3 – ENTER YOUR PERSONAL DETAILS

Screen 1 – Last School and Residency

Please enter the name of your school, select tab to get a list of matches and then select your school.


Last School & Residency
School attended
Select your School from the matches found
Stanborough School, Watford,
Stanbridge Earls,
Tanbridge House School,
My School is not listed
From
Please tell us your date of birth as you may be entitled to subsidised fees if you are in certain age ranges
Date of Birth*
17/11/1998
Age
15y 11m
Nationality*
UNITED KINGDOM
Your residency status in the UK for the 3 years up to 30/08/2015 can also affect your fees
I have been resident in the UK/ EEA for at least 3 years
Please choose this if you have lived in the UK as a resident for at least three years up to 30/08/2015
I have NOT been resident in the UK/ EEA for at least 3 years
Please choose this if you are not a UK resident or have been a resident for less than three years up to 30/08/2015
Current Situation*
Choose the option that is closest to your current status
Previous
Next
Save for Later
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Fees Policy
Frequently Asked Questions
Last School & Residency
Courses Chosen
Additional Biographical Details
Address and Telephone Details
Contacts
Additional Needs
Personal Statement
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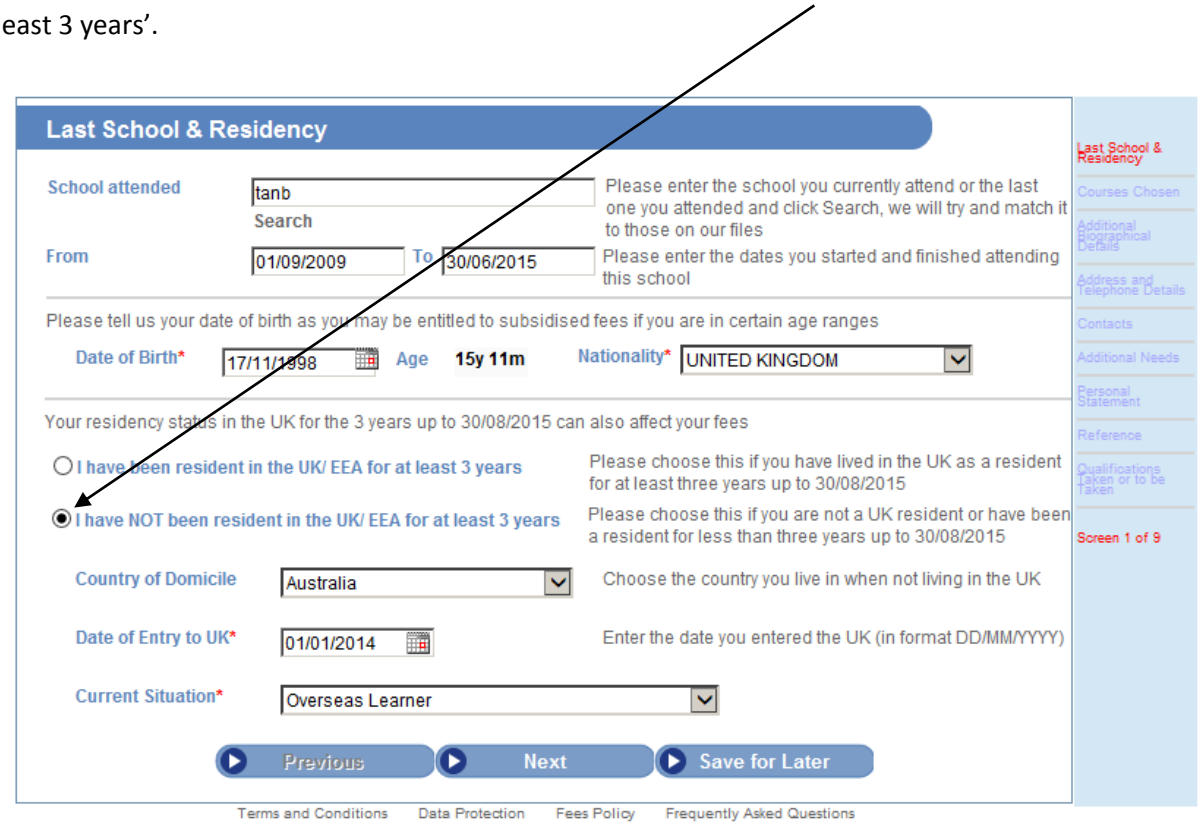
Qualifications Taken or to be Taken
Screen 1 of 9

If you have not been resident in the UK for 3 years up to 30/08/2015, you need to provide further information in fields which become available on selection of 'I have NOT been resident in the UK/EEA for at least 3 years'.


Last School & Residency
School attended
tanb
Search
Please enter the school you currently attend or the last one you attended and click Search, we will try and match it to those on our files
From
01/09/2009
To
30/06/2015
Please enter the dates you started and finished attending this school
Please tell us your date of birth as you may be entitled to subsidised fees if you are in certain age ranges
Date of Birth*
17/11/1998
Age
15y 11m
Nationality*
UNITED KINGDOM
Your residency status in the UK for the 3 years up to 30/08/2015 can also affect your fees
I have been resident in the UK/ EEA for at least 3 years
Please choose this if you have lived in the UK as a resident for at least three years up to 30/08/2015
I have NOT been resident in the UK/ EEA for at least 3 years
Please choose this if you are not a UK resident or have been a resident for less than three years up to 30/08/2015
Country of Domicile
Australia
Choose the country you live in when not living in the UK
Date of Entry to UK*
01/01/2014
Enter the date you entered the UK (in format DD/MM/YYYY)
Current Situation*
Overseas Learner
Previous
Next
Save for Later
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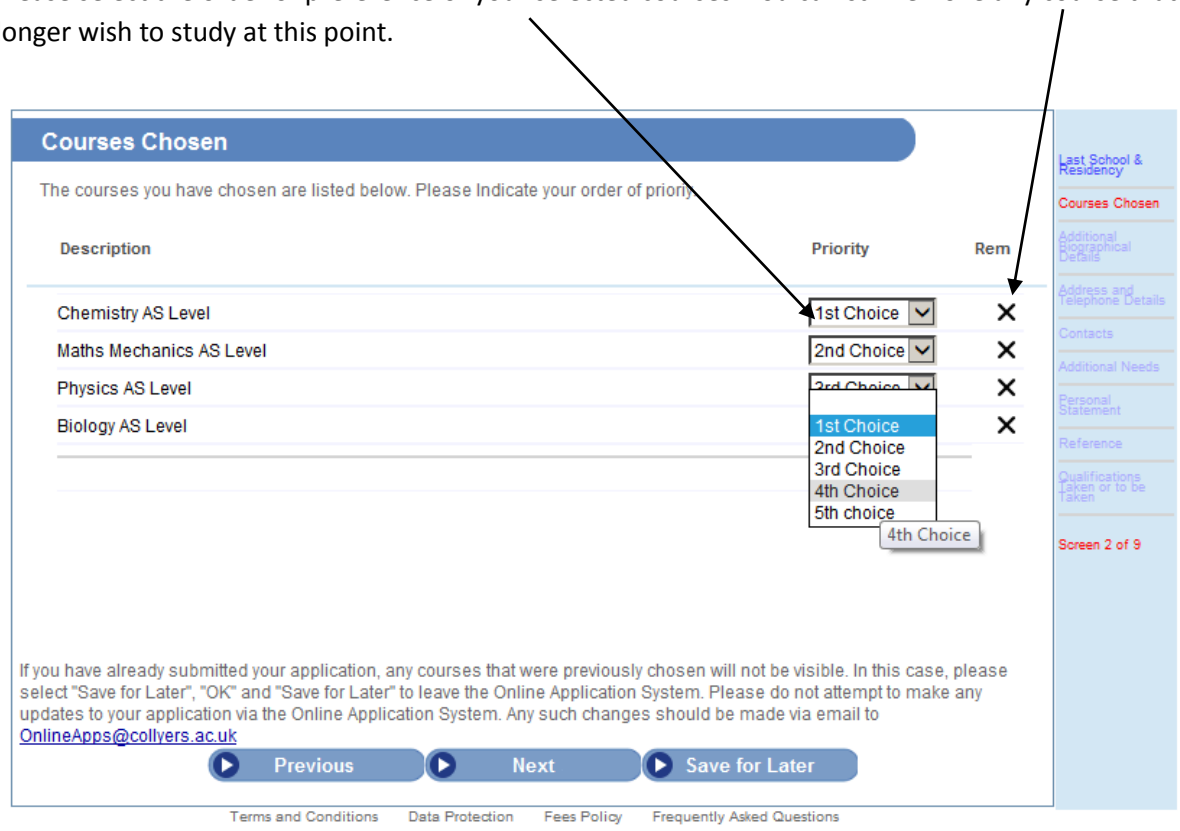
Qualifications Taken or to be Taken
Screen 1 of 9

At any point whilst entering your personal details you can select 'Save for Later'. Please go to section 4 for information on how to proceed with this option.

SAFARI: On completion of the 'Last School and Residency' screen, do not select 'Next'. Please select 'Save for Later', then 'Finish' and finally 'Return to Courses'. From this screen please select 'Saved Application Login' and Log back in. You will now find that your age has been calculated and is displayed on the 'Last school and Residency' screen. You can now select the 'Next' button.

Screen 2 – Courses Chosen

Please select the order of preference of your selected courses. You can still remove any course that you no longer wish to study at this point.


Courses Chosen
The courses you have chosen are listed below. Please Indicate your order of priority
Description
Priority
Rem
Chemistry AS Level
1st Choice
Maths Mechanics AS Level
2nd Choice
Physics AS Level
Biology AS Level
1st Choice
2nd Choice
3rd Choice
4th Choice
5th choice
4th Choice
Last School & Residency
Courses Chosen
Additional Biographical Details
Address and Telephone Details
Contacts
Additional Needs
Personal Statement
Reference
Qualifications Taken or to be Taken
Screen 2 of 9
If you have already submitted your application, any courses that were previously chosen will not be visible. In this case, please select "Save for Later", "OK" and "Save for Later" to leave the Online Application System. Please do not attempt to make any updates to your application via the Online Application System. Any such changes should be made via email to OnlineApps@collyers.ac.uk
Previous
Next
Save for Later
Terms and Conditions
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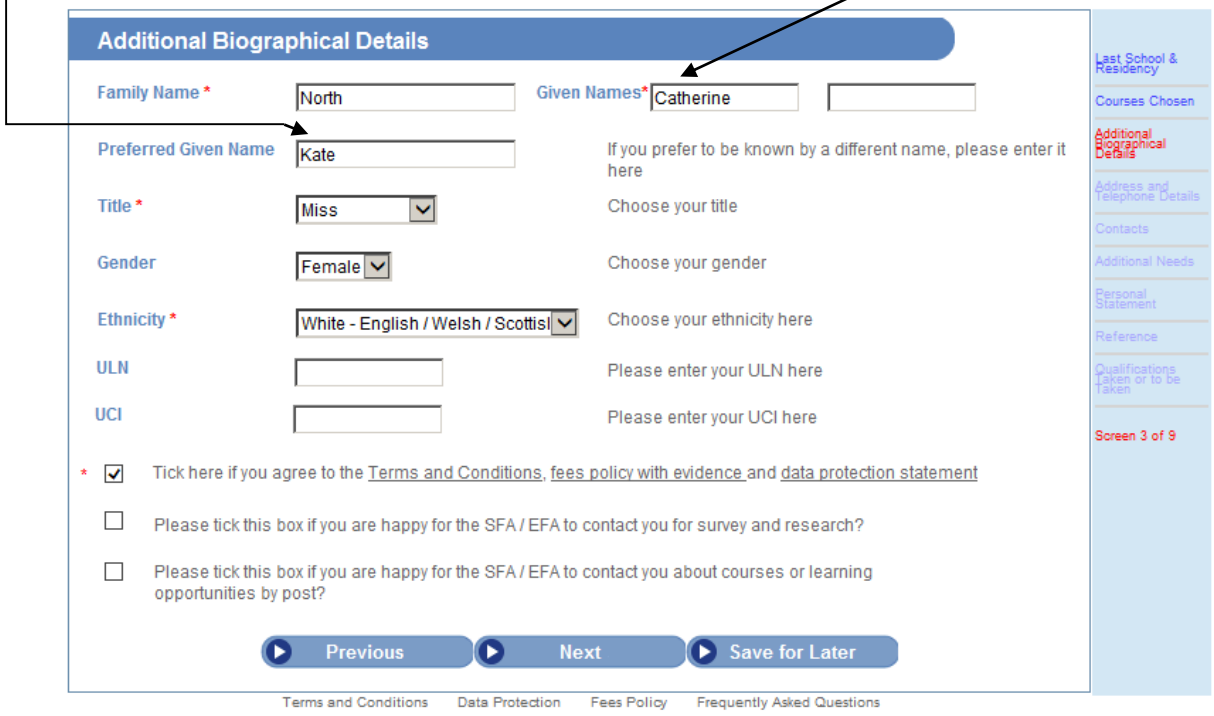
Remember, you will be given many opportunities to make changes to the chosen courses, at your first interview, during 'Welcome Day' and at your enrolment interview.

If you have already submitted your application, there will be no subjects displayed on this screen. All further changes to your data should be emailed to OnlineApps@collyers.ac.uk. Please select 'Save for Later' and exit the Online Application System.

Screen 3 – Additional Biographical Details

Your preferred name will be used for registers and put on your student card. Your given names will be used for your exam entries and on exam certificates.


Additional Biographical Details
Family Name *
North
Given Names*
Catherine
Preferred Given Name
Kate
If you prefer to be known by a different name, please enter it here
Title *
Miss
Choose your title
Gender
Female
Choose your gender
Ethnicity *
White - English / Welsh / Scottish
Choose your ethnicity here
ULN
Please enter your ULN here
UCI
Please enter your UCI here
* Tick here if you agree to the Terms and Conditions, fees policy with evidence and data protection statement
Please tick this box if you are happy for the SFA / EFA to contact you for survey and research?
Please tick this box if you are happy for the SFA / EFA to contact you about courses or learning opportunities by post?
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Additional Needs
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Qualifications Taken or to be Taken
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Your ULN and/or UCI can be found on any result sheets for exams that you have already taken or on your exam entry sheet for the coming summer exams. If you do not have them at this point, please leave these fields blank.

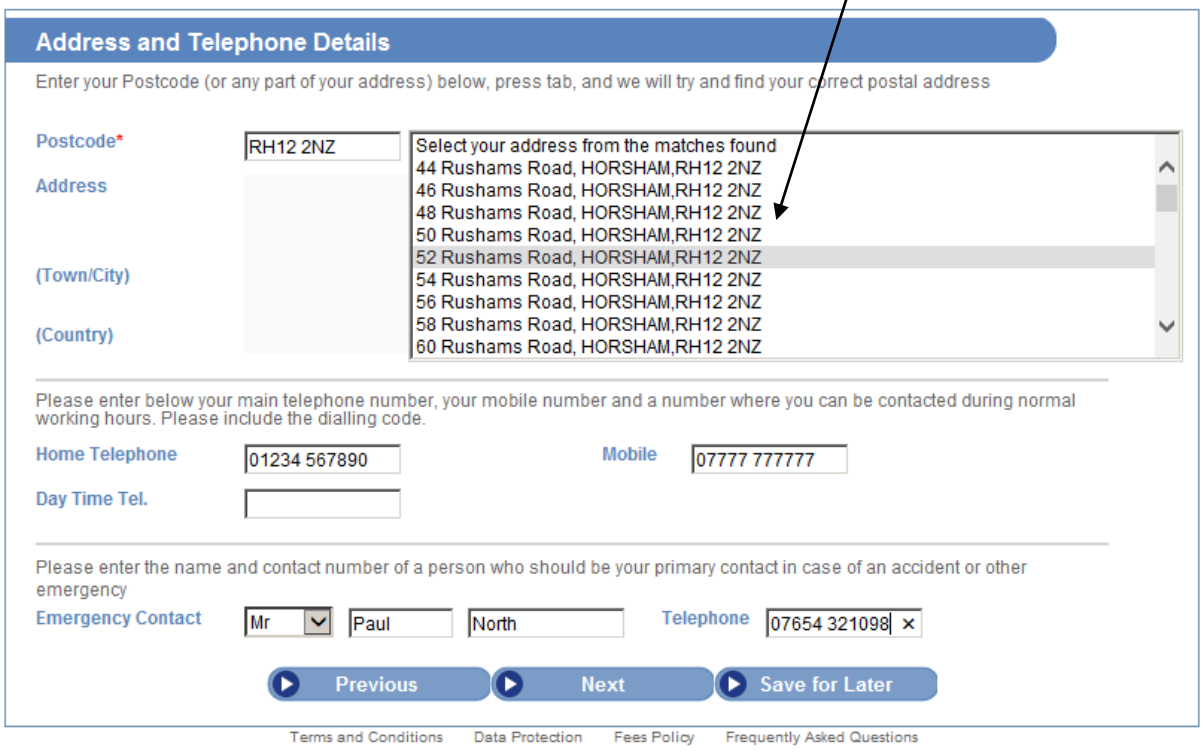
Please tick the box to confirm that you agree to the Terms and Conditions etc before selecting 'Next'.

Screen 4 – Address and Telephone Details

Please enter your postcode using UPPER CASE and then tab. A list of addresses for the given postcode will be displayed from which you can select the correct house number or name.

Please enter up to 3 telephone numbers, including dialling codes.

The emergency contact that you enter at the bottom of this screen, should be your primary contact i.e. the first person whom you would like us to contact in the case of an emergency. The telephone number for your primary emergency contact should be **different from your home telephone number** so that a second number is available in an emergency. If you are returning to this screen after having moved to the next screen or having previously saved your application and need to change the name or telephone number of your primary contact, then please do not make the modifications on this screen but select NEXT and make them on the main Contacts screen.


Address and Telephone Details
Enter your Postcode (or any part of your address) below, press tab, and we will try and find your correct postal address
Postcode*
RH12 2NZ
Address
(Town/City)
(Country)
Select your address from the matches found
44 Rushams Road, HORSHAM,RH12 2NZ
46 Rushams Road, HORSHAM,RH12 2NZ
48 Rushams Road, HORSHAM,RH12 2NZ
50 Rushams Road, HORSHAM,RH12 2NZ
52 Rushams Road, HORSHAM,RH12 2NZ
54 Rushams Road, HORSHAM,RH12 2NZ
56 Rushams Road, HORSHAM,RH12 2NZ
58 Rushams Road, HORSHAM,RH12 2NZ
60 Rushams Road, HORSHAM,RH12 2NZ
Please enter below your main telephone number, your mobile number and a number where you can be contacted during normal working hours. Please include the dialling code.
Home Telephone
01234 567890
Mobile
07777 777777
Day Time Tel.
Please enter the name and contact number of a person who should be your primary contact in case of an accident or other emergency
Emergency Contact
Mr
Paul
North
Telephone
07654 321098
Previous
Next
Save for Later
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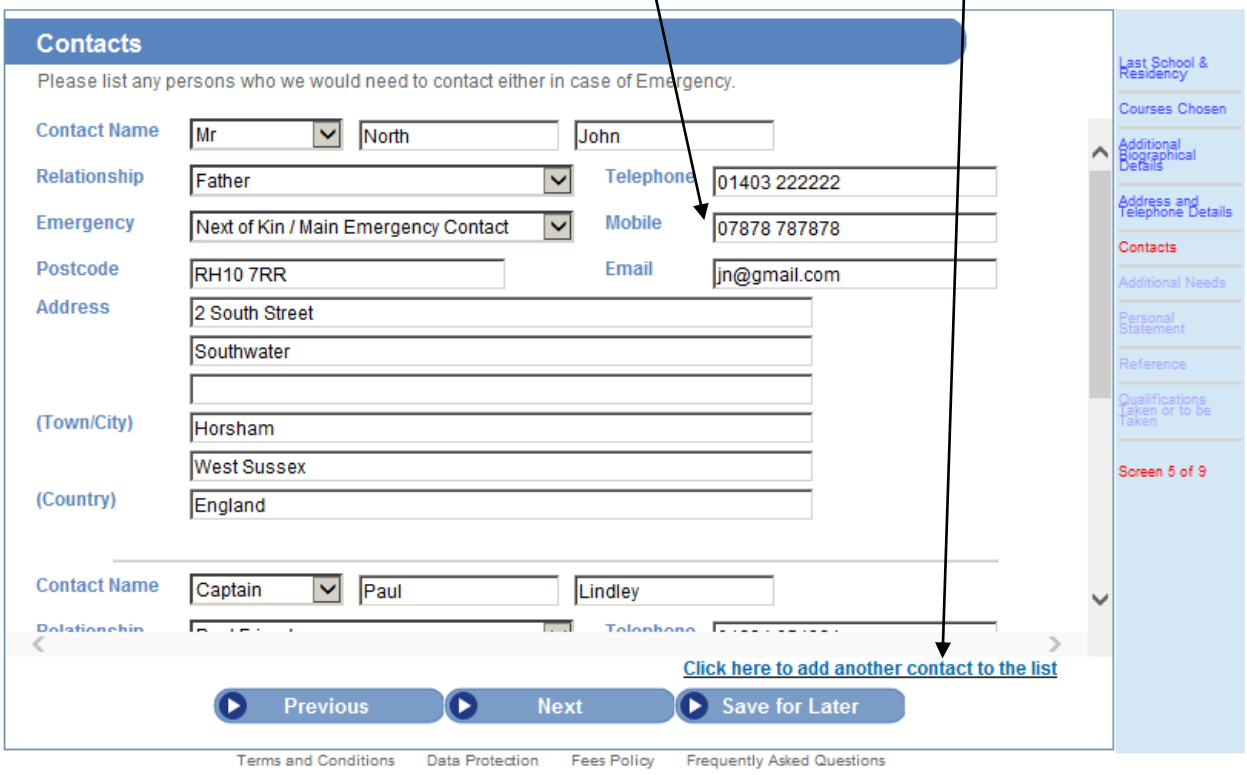
Screen 5 – Contacts

The primary emergency contact that you entered on screen 4 will be displayed on this screen and you can now add further details. The telephone number will have been placed into 'Telephone' field. If the number is a mobile number, please move it down to the 'Mobile' field.

Please supply as much information as you can, including your contact's email address.

By selecting 'Click here to add another contact to the list', a scroll bar will appear to allow you to move down the screen to enter further contacts.

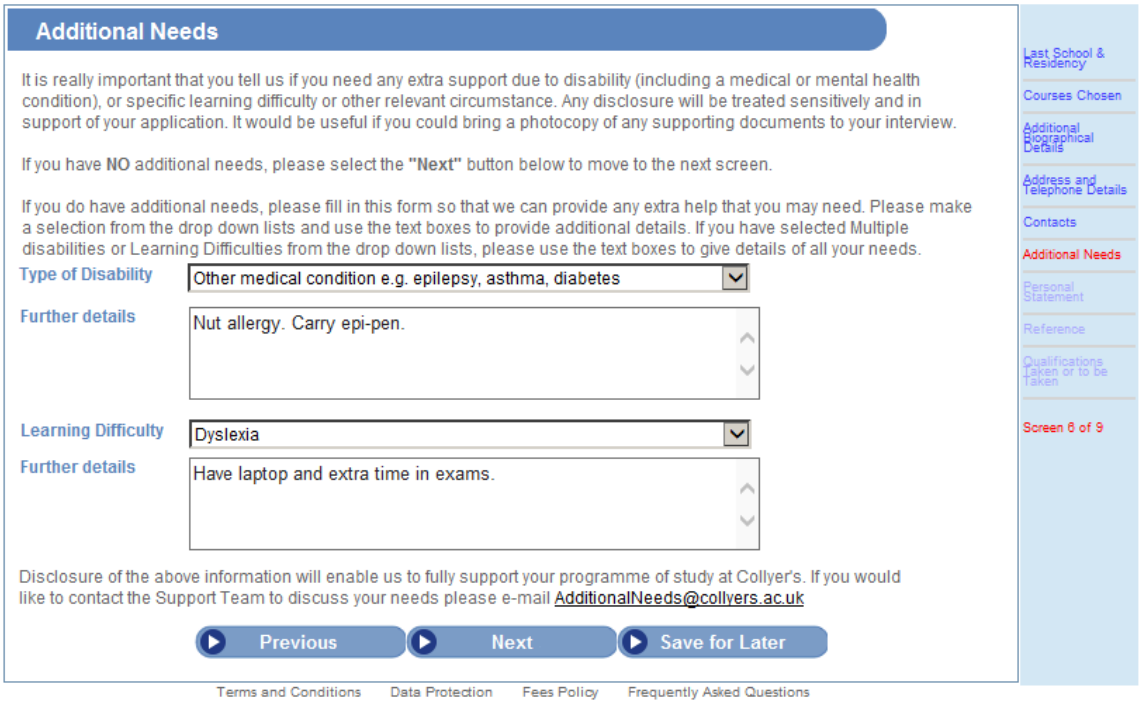


Screen 6 – Additional Needs

It is really important that you tell us if you need any extra support during your time at Collyer's. All information will be handled confidentially and sensitively in support of your application.

If you have NO additional needs, then please select 'Next' to move to the next screen, otherwise please select a category of disability (including a medical or mental health condition) and/or learning difficulty from the drop down lists provided and enter further details in the text boxes provided.

It would be very useful if you could bring a photocopy of any supporting documents such as medical information or Statement of Learning Difficulty to your interview. If you wish to contact a member of the Support Team to discuss your needs please email AdditionalNeeds@collyers.ac.uk.


Additional Needs
It is really important that you tell us if you need any extra support due to disability (including a medical or mental health condition), or specific learning difficulty or other relevant circumstance. Any disclosure will be treated sensitively and in support of your application. It would be useful if you could bring a photocopy of any supporting documents to your interview.
If you have NO additional needs, please select the "Next" button below to move to the next screen.
If you do have additional needs, please fill in this form so that we can provide any extra help that you may need. Please make a selection from the drop down lists and use the text boxes to provide additional details. If you have selected Multiple disabilities or Learning Difficulties from the drop down lists, please use the text boxes to give details of all your needs.
Type of Disability
Other medical condition e.g. epilepsy, asthma, diabetes
Further details
Nut allergy. Carry epi-pen.
Learning Difficulty
Dyslexia
Further details
Have laptop and extra time in exams.
Disclosure of the above information will enable us to fully support your programme of study at Collyer's. If you would like to contact the Support Team to discuss your needs please e-mail AdditionalNeeds@collyers.ac.uk
Previous
Next
Save for Later
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Last School & Residency
Courses Chosen
Additional Biographical Details
Address and Telephone Details
Contacts
Additional Needs
Personal Statement
Reference
Qualifications Taken or to be Taken
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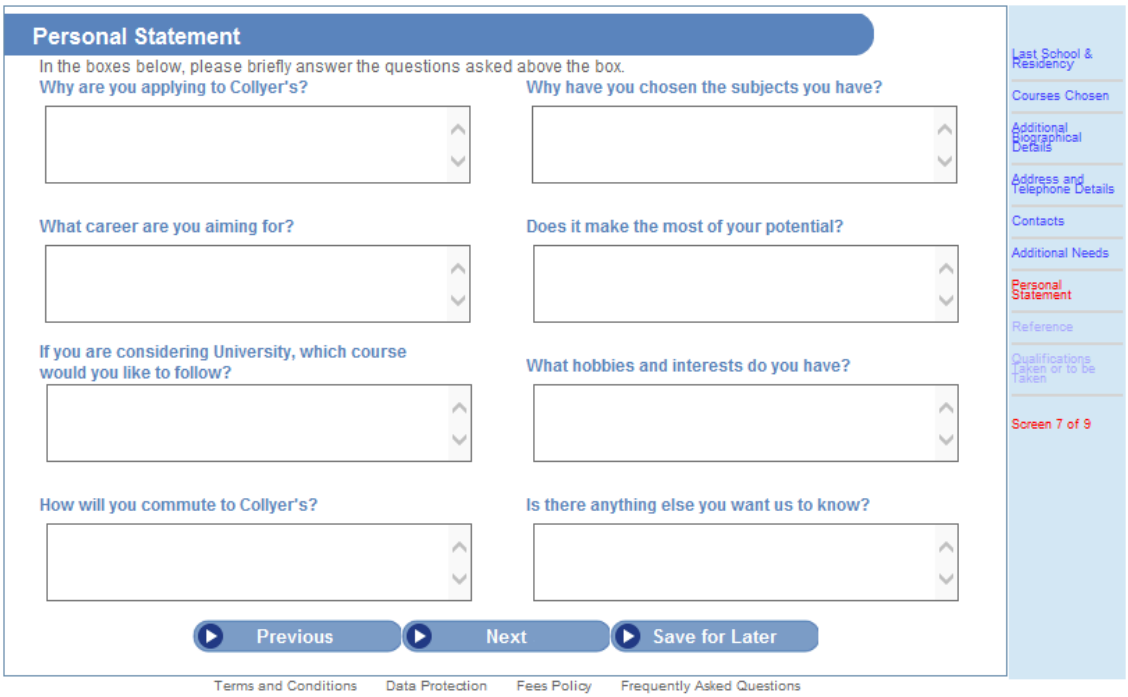
Screen 7 – Personal Statement

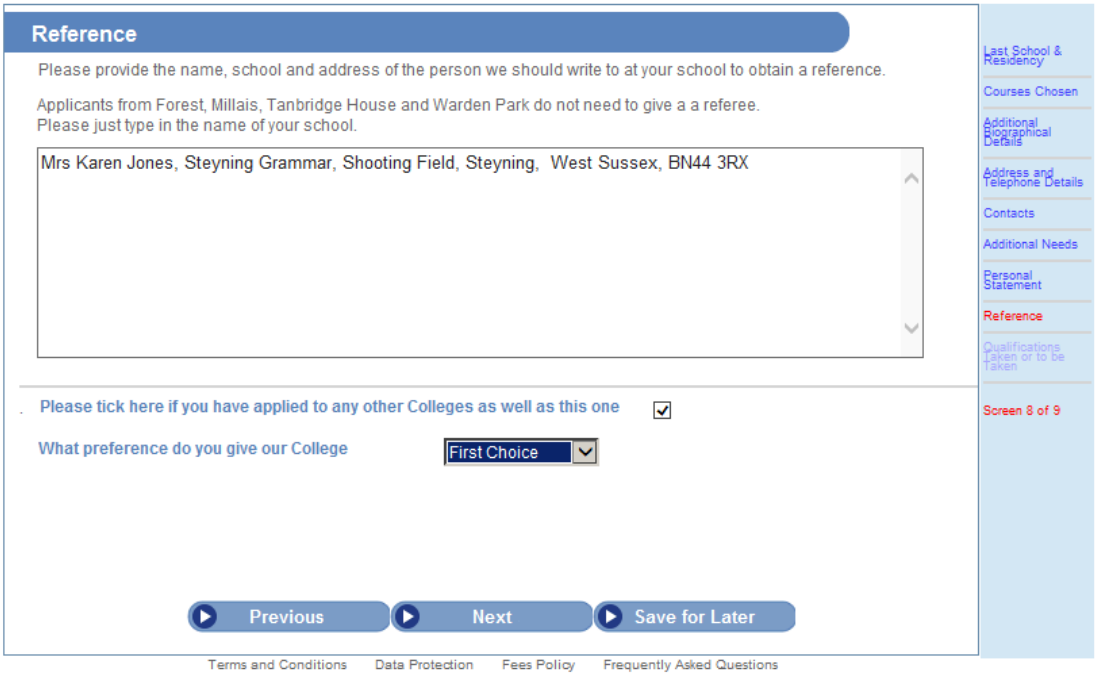
Please provide your personal statement by answering the questions asked on this screen.


Personal Statement
In the boxes below, please briefly answer the questions asked above the box.
Why are you applying to Collyer's?
Why have you chosen the subjects you have?
What career are you aiming for?
Does it make the most of your potential?
If you are considering University, which course would you like to follow?
What hobbies and interests do you have?
How will you commute to Collyer's?
Is there anything else you want us to know?
Previous
Next
Save for Later
Terms and Conditions
Data Protection
Fees Policy
Frequently Asked Questions
Last School & Residency
Courses Chosen
Additional Biographical Details
Address and Telephone Details
Contacts
Additional Needs
Personal Statement
Reference
Qualifications Taken or to be Taken
Screen 7 of 9

Screen 8 – Reference

Applicants from Forest, Millais, Tanbridge House and Warden Park **do not need to provide a referee** and should just enter the name of their school in the box provided.

Applicants from other schools should supply the name and address of your referee. This is usually your tutor or one of your teachers, and the address is the address of your school.


Reference
Please provide the name, school and address of the person we should write to at your school to obtain a reference.
Applicants from Forest, Millais, Tanbridge House and Warden Park do not need to give a a referee.
Please just type in the name of your school.
Mrs Karen Jones, Steyning Grammar, Shooting Field, Steyning, West Sussex, BN44 3RX
Please tick here if you have applied to any other Colleges as well as this one
What preference do you give our College
First Choice
Previous
Next
Save for Later
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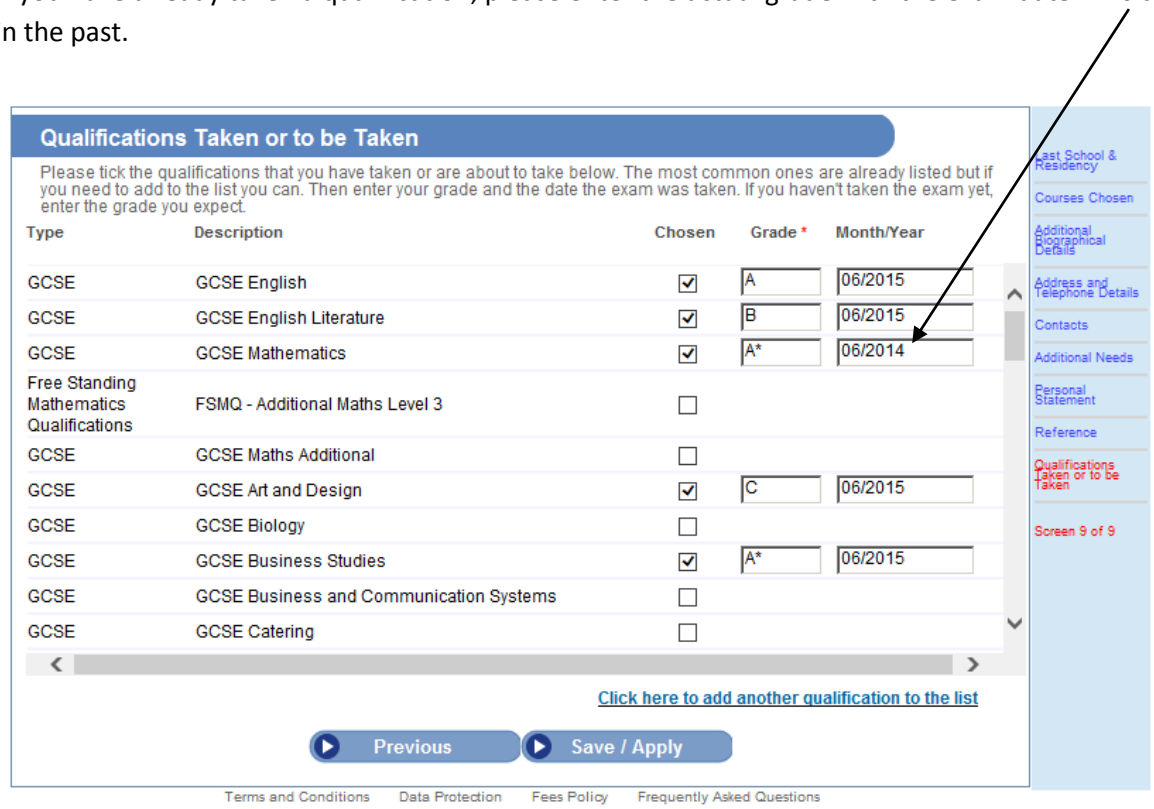
Screen 9 – Qualification Taken or to be Taken

If you have not yet taken your GCSEs/BTECs, please enter your predicted grades and supply the exam date. If you have already taken a qualification, please enter the actual grade with the exam date. This date will be in the past.


Qualifications Taken or to be Taken
Please tick the qualifications that you have taken or are about to take below. The most common ones are already listed but if you need to add to the list you can. Then enter your grade and the date the exam was taken. If you haven't taken the exam yet, enter the grade you expect.
Type
Description
Chosen
Grade *
Month/Year
GCSE GCSE English A 06/2015
GCSE GCSE English Literature B 06/2015
GCSE GCSE Mathematics A* 06/2014
Free Standing Mathematics Qualifications FSMQ - Additional Maths Level 3
GCSE GCSE Maths Additional
GCSE GCSE Art and Design C 06/2015
GCSE GCSE Biology
GCSE GCSE Business Studies A* 06/2015
GCSE GCSE Business and Communication Systems
GCSE GCSE Catering
Click here to add another qualification to the list
Previous
Save / Apply
Last School & Residency
Courses Chosen
Additional Biographical Details
Address and Telephone Details
Contacts
Additional Needs
Personal Statement
Reference
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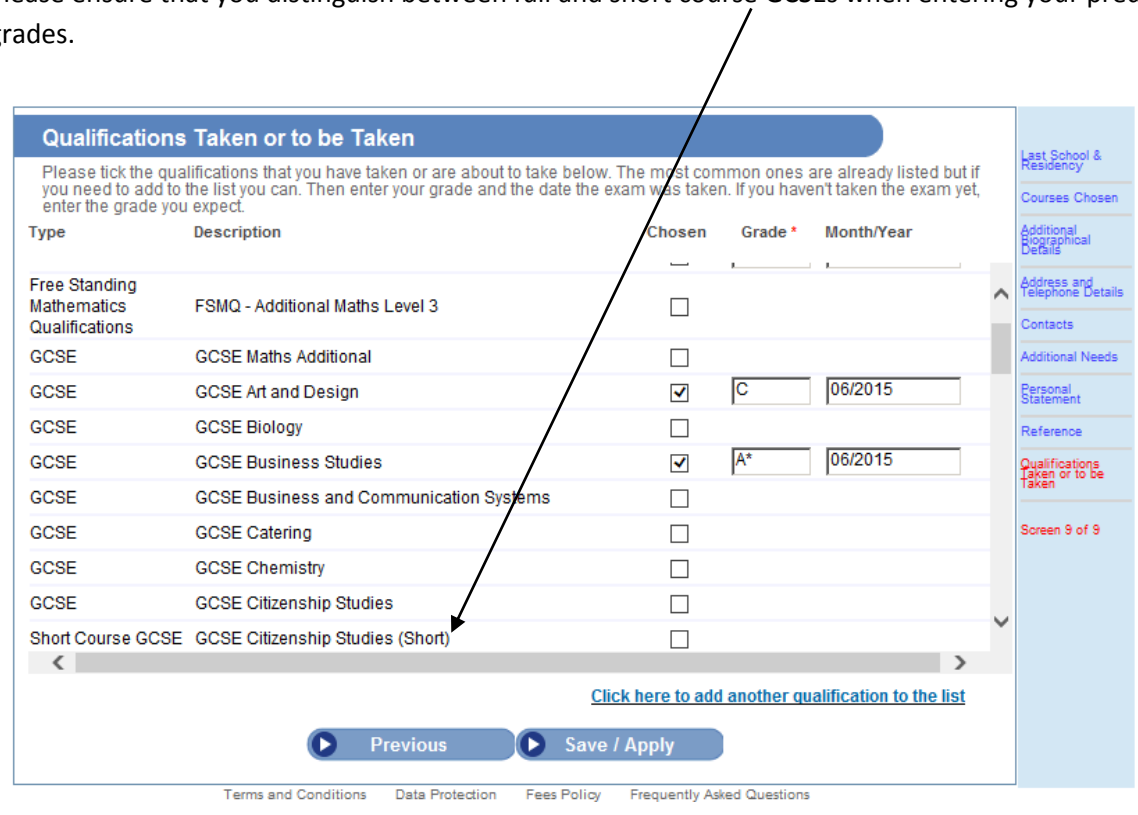
Please ensure that you distinguish between full and short course GCSEs when entering your predicted grades.


Qualifications Taken or to be Taken
Please tick the qualifications that you have taken or are about to take below. The most common ones are already listed but if you need to add to the list you can. Then enter your grade and the date the exam was taken. If you haven't taken the exam yet, enter the grade you expect.
Type
Description
Chosen
Grade *
Month/Year
Free Standing Mathematics Qualifications FSMQ - Additional Maths Level 3
GCSE GCSE Maths Additional
GCSE GCSE Art and Design C 06/2015
GCSE GCSE Biology
GCSE GCSE Business Studies A* 06/2015
GCSE GCSE Business and Communication Systems
GCSE GCSE Catering
GCSE GCSE Chemistry
GCSE GCSE Citizenship Studies
Short Course GCSE GCSE Citizenship Studies (Short)
Click here to add another qualification to the list
Previous
Save / Apply
Last School & Residency
Courses Chosen
Additional Biographical Details
Address and Telephone Details
Contacts
Additional Needs
Personal Statement
Reference
Qualifications Taken or to be Taken
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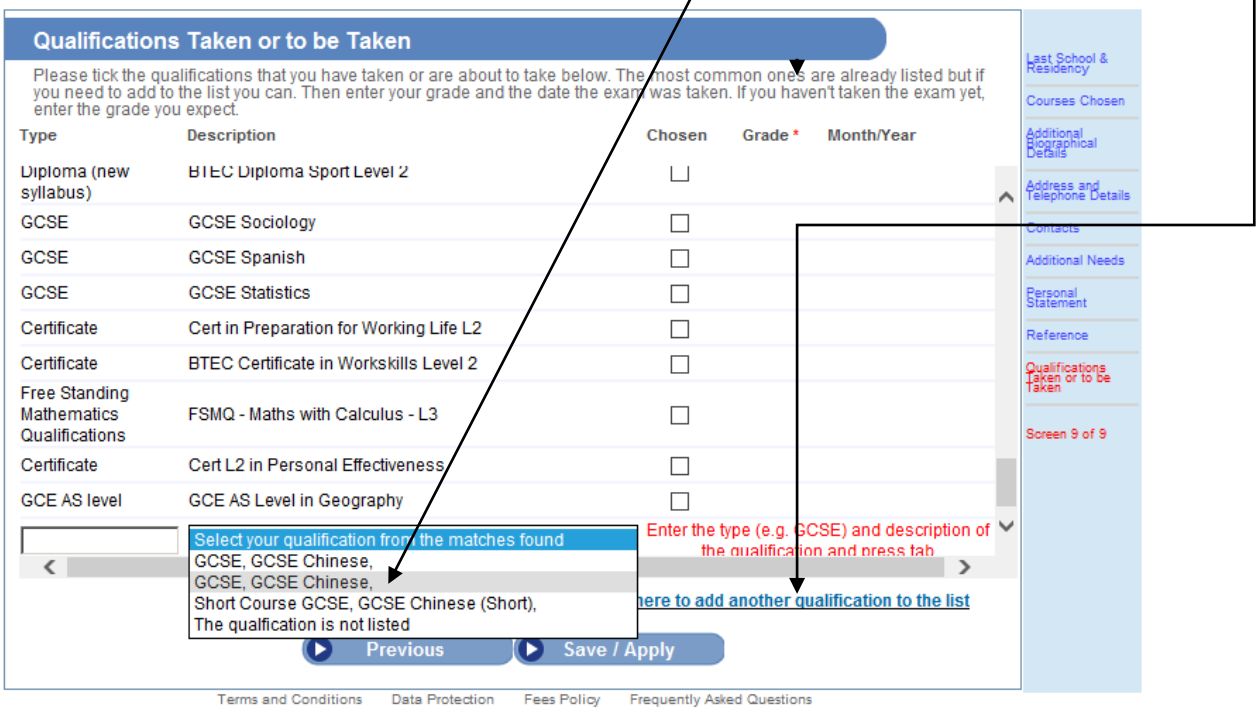
If the qualification that you have taken, or will be taking, is not in the list, please select 'Click here to add another qualification to the list'. You can then add the qualification by selecting the subject from the list and then adding the grade and date.


Qualifications Taken or to be Taken
Please tick the qualifications that you have taken or are about to take below. The most common ones are already listed but if you need to add to the list you can. Then enter your grade and the date the exam was taken. If you haven't taken the exam yet, enter the grade you expect.
Type
Description
Chosen
Grade *
Month/Year
Diploma (new syllabus)
BTEC Diploma Sport Level 2
GCSE
GCSE Sociology
GCSE
GCSE Spanish
GCSE
GCSE Statistics
Certificate
Cert in Preparation for Working Life L2
Certificate
BTEC Certificate in Workskills Level 2
Free Standing Mathematics Qualifications
FSMQ - Maths with Calculus - L3
Certificate
Cert L2 in Personal Effectiveness
GCE AS level
GCE AS Level in Geography
Select your qualification from the matches found
GCSE, GCSE Chinese,
GCSE, GCSE Chinese,
Short Course GCSE, GCSE Chinese (Short),
The qualfication is not listed
Enter the type (e.g. GCSE) and description of the qualification and press tab
here to add another qualification to the list
Previous
Save / Apply
Terms and Conditions
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Additional Needs
Personal Statement
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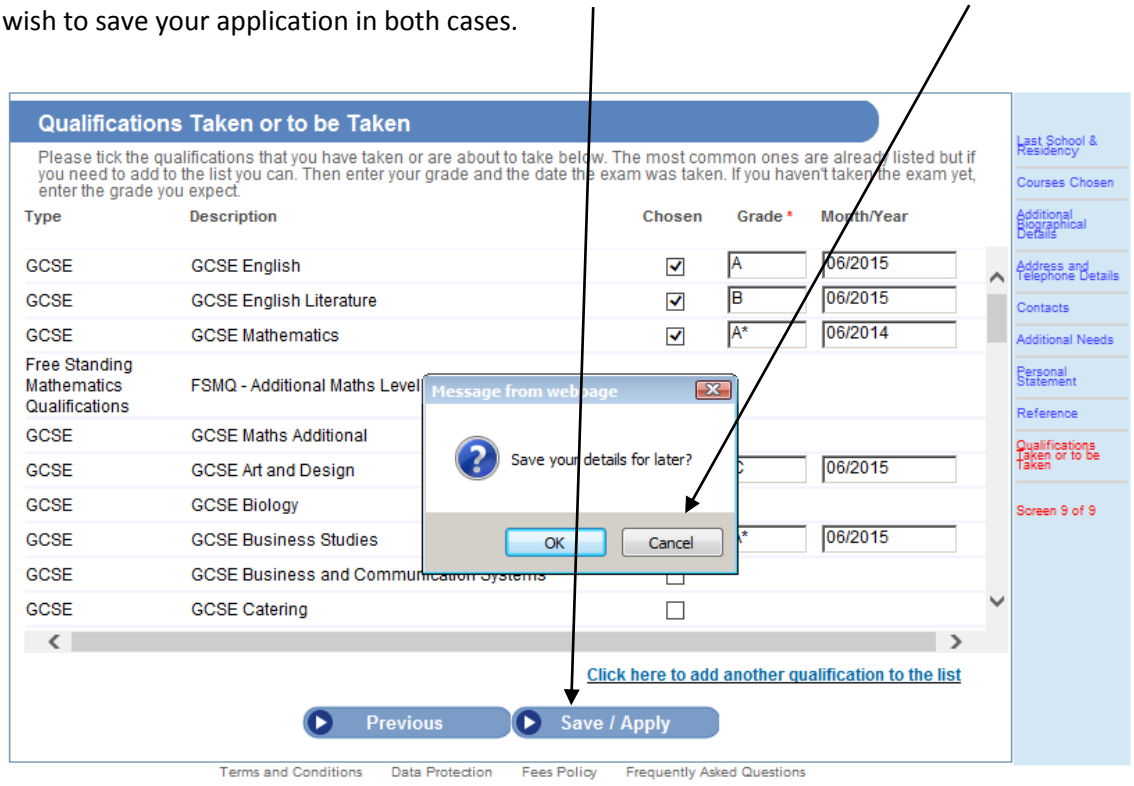
If the subject that you are taking is still not on the list of matches found, then please email the full subject title and predicted grade, along with your name and date of birth to OnlineApps@collyers.ac.uk.

4 – SAVING OR SUBMITTING YOUR APPLICATION

At any point, once you have logged in, you can save your application to return to at a later date by selecting the 'Save for Later' button. On the final data entry screen shown below, you have the option to save for later or submit your application by selecting the 'Save/Apply' button. You will be asked to confirm that you wish to save your application in both cases.


Qualifications Taken or to be Taken
Please tick the qualifications that you have taken or are about to take below. The most common ones are already listed but if you need to add to the list you can. Then enter your grade and the date the exam was taken. If you haven't taken the exam yet, enter the grade you expect.
Type
Description
Chosen
Grade *
Month/Year
GCSE GCSE English A 06/2015
GCSE GCSE English Literature B 06/2015
GCSE GCSE Mathematics A* 06/2014
Free Standing Mathematics Qualifications FSMQ - Additional Maths Level
GCSE GCSE Maths Additional
GCSE GCSE Art and Design 06/2015
GCSE GCSE Biology
GCSE GCSE Business Studies 06/2015
GCSE GCSE Business and Communication Systems
GCSE GCSE Catering
Message from webpage
Save your details for later?
OK
Cancel
Click here to add another qualification to the list
Previous
Save / Apply
Last School & Residency
Courses Chosen
Additional Biographical Details
Address and Telephone Details
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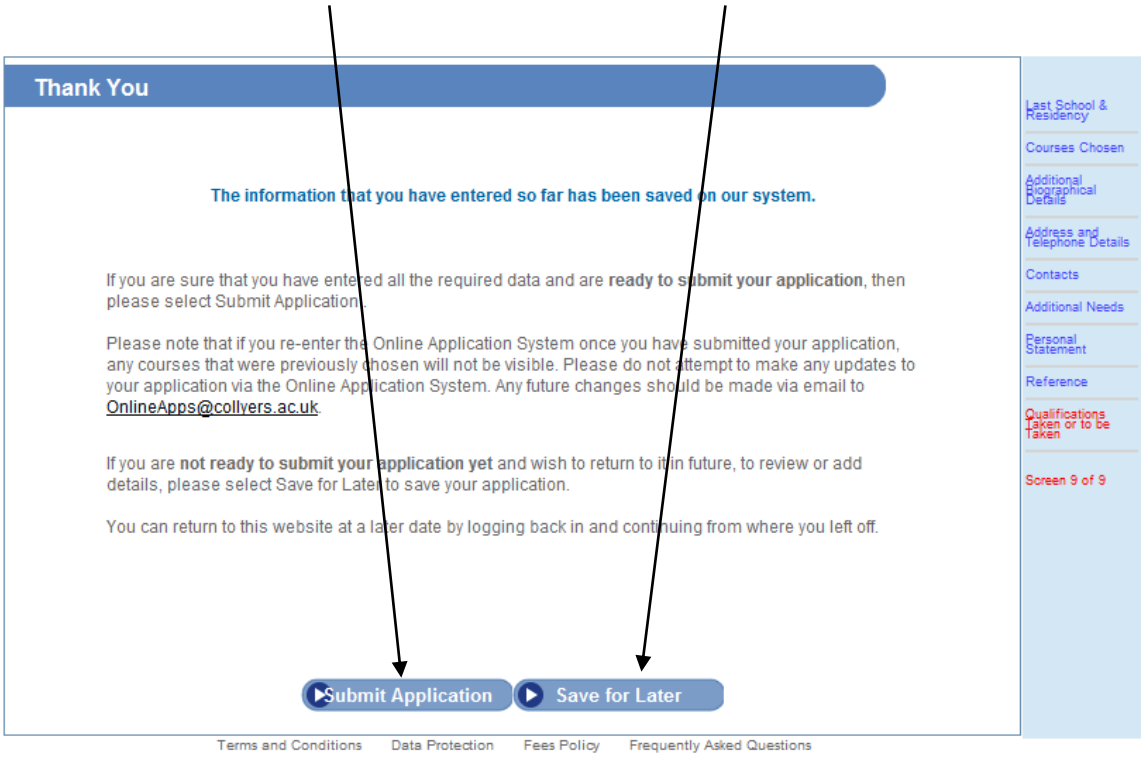
You now get the choice to submit your application or save it for later without submitting.


Thank You
The information that you have entered so far has been saved on our system.
If you are sure that you have entered all the required data and are ready to submit your application, then please select Submit Application.
Please note that if you re-enter the Online Application System once you have submitted your application, any courses that were previously chosen will not be visible. Please do not attempt to make any updates to your application via the Online Application System. Any future changes should be made via email to OnlineApps@collyers.ac.uk.
If you are not ready to submit your application yet and wish to return to it in future, to review or add details, please select Save for Later to save your application.
You can return to this website at a later date by logging back in and continuing from where you left off.
Submit Application
Save for Later
Last School & Residency
Courses Chosen
Additional Biographical Details
Address and Telephone Details
Contacts
Additional Needs
Personal Statement
Reference
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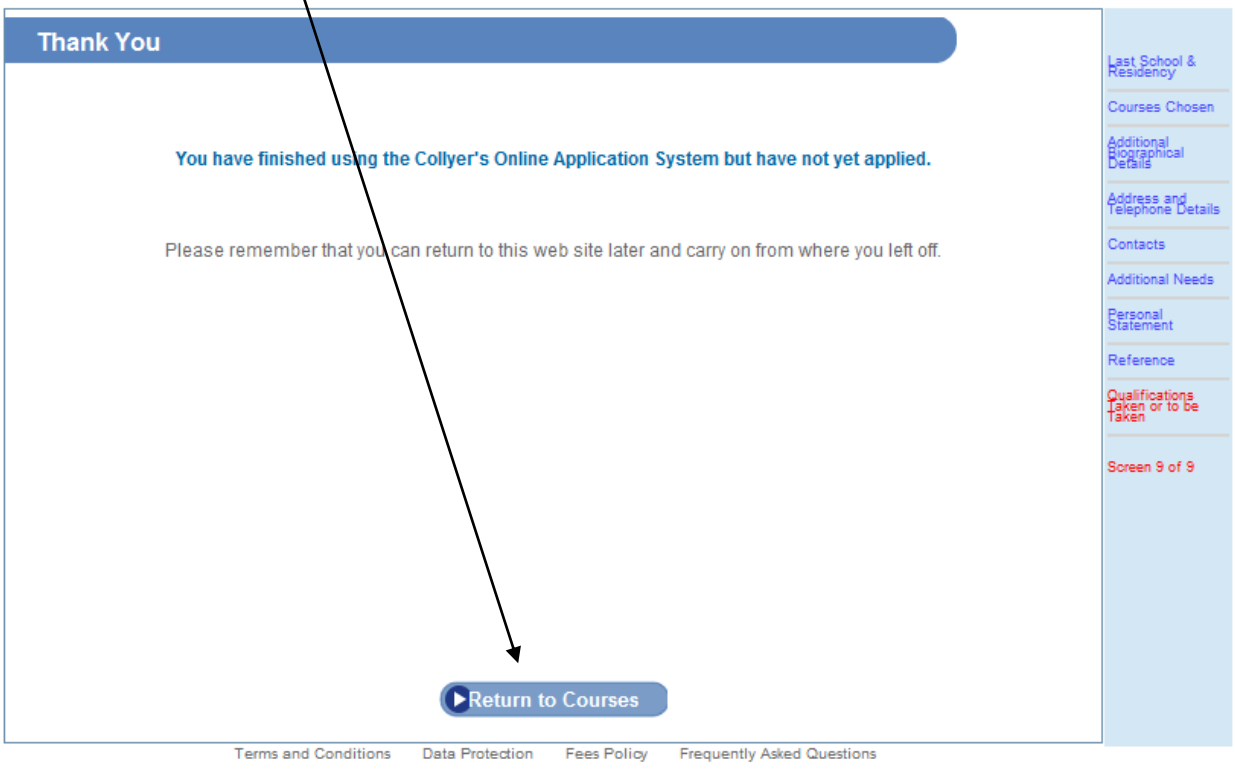
Option 1 – Save for Later

'Save for Later' will allow you to come back to your application to change / add information at a later date. You can now return to choose other courses if you wish.

Collyer's will not receive your application until you have selected 'Submit Application' and the 'Application Submitted' box has been displayed for you to Okay.


Thank You
You have finished using the Collyer's Online Application System but have not yet applied.
Please remember that you can return to this web site later and carry on from where you left off.
Return to Courses
Terms and Conditions
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Courses Chosen
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Address and Telephone Details
Contacts
Additional Needs
Personal Statement
Reference
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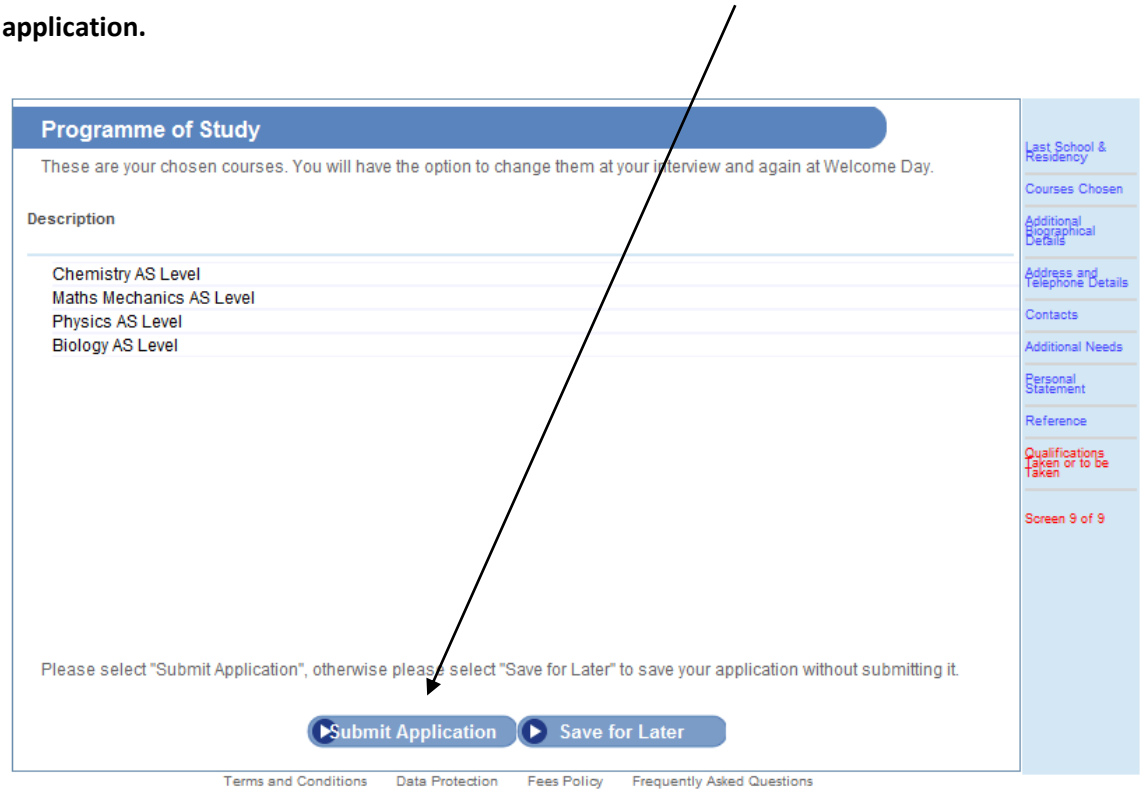
Option 2 – Submit Application

It is recommended that you only submit your application once you have entered and checked all your application information. Selection of 'Submit Application' at this point will display the subjects for which you are applying.

When you are happy with your choices, please select 'Submit Application' to finally submit your application.


Programme of Study
These are your chosen courses. You will have the option to change them at your interview and again at Welcome Day.
Description
Chemistry AS Level
Maths Mechanics AS Level
Physics AS Level
Biology AS Level
Last School & Residency
Courses Chosen
Additional Biographical Details
Address and Telephone Details
Contacts
Additional Needs
Personal Statement
Reference
Qualifications Taken or to be Taken
Screen 9 of 9
Please select "Submit Application", otherwise please select "Save for Later" to save your application without submitting it.
Submit Application
Save for Later
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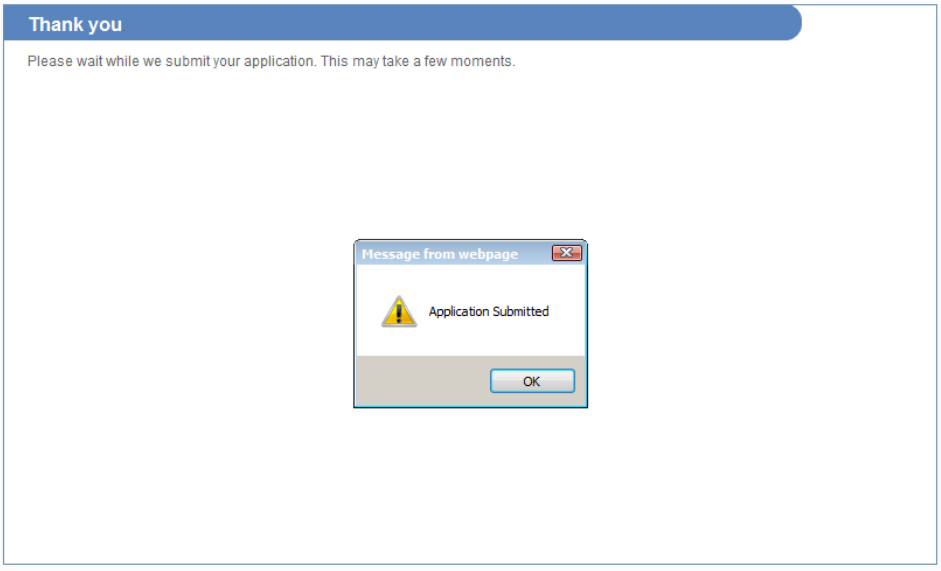
An 'Application Submitted' confirmation message will be displayed to confirm that your application has been successfully submitted. Please select OK.


Thank you
Please wait while we submit your application. This may take a few moments.
Message from webpage
Application Submitted
OK

5 – THE INTERVIEW

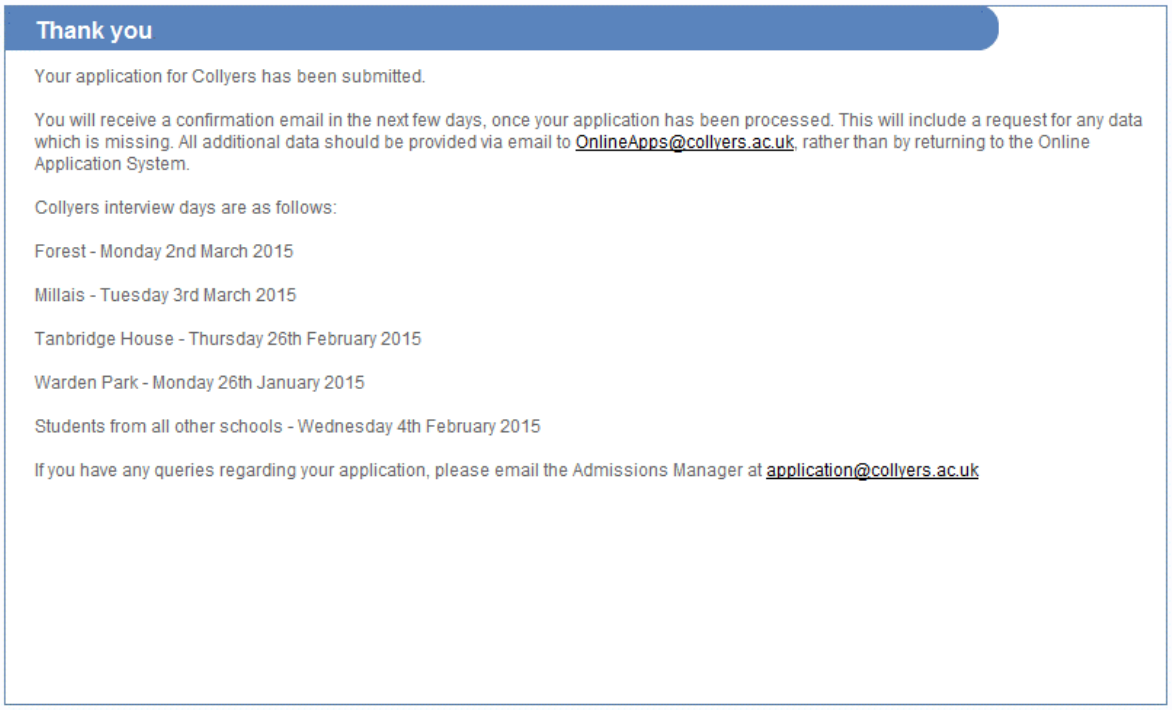
In the days following your application, you will receive an email from Collyer's confirming that your application has been processed. If any data is found to be missing from your application, this email will also ask you to provide the data by sending an email to OnlineApps@collyers.ac.uk.

Please do not attempt to submit a further application through this system. Any further changes to your data should be emailed to the address above.

If you attend Forest, Millais, Tanbridge House or Warden Park, the interview dates are detailed below. You will receive details of your interview through your school.

Students from other schools who apply before mid-January will be invited to our interview day on Wednesday 4th February.

If you submit your application after these interview dates, you will receive a letter from the Admissions Manager giving you details of your interview.



Thank you

Your application for Collyers has been submitted.

You will receive a confirmation email in the next few days, once your application has been processed. This will include a request for any data which is missing. All additional data should be provided via email to OnlineApps@collyers.ac.uk, rather than by returning to the Online Application System.

Collyers interview days are as follows:

Forest - Monday 2nd March 2015

Millais - Tuesday 3rd March 2015

Tanbridge House - Thursday 26th February 2015

Warden Park - Monday 26th January 2015

Students from all other schools - Wednesday 4th February 2015

If you have any queries regarding your application, please email the Admissions Manager at application@collyers.ac.uk

You will have an opportunity to discuss and change the courses you have applied for at your interview, as well as again at Welcome Day (Monday 29th June and Tuesday 30th June) and finally at your enrolment interview in September.

Any queries regarding your application should be sent to application@collyers.ac.uk.

Thank you for applying to Collyer's. We look forward to meeting you soon.